Annual Report - 1988

Alberta
Legislative Assembly Office

9-03788/

ALBERTA

OFFICE OF
CLERK OF THE LEGISLATIVE ASSEMBLY

313 LEGISLATURE BUILDING
EDMONTON, ALBERTA, CANADA
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February 17, 1989

To The Honourable The Speaker of the
Legislative Assembly

I have the honour to submit the second annual report of the Legislative Assembly Office for the calendar year ended December 31, 1988.

This report includes the annual report of Alberta Hansard as required by Standing Order 110.

Respectfully submitted,

W.J. David McNeil
Clerk of the Legislative Assembly

LEGISLATIVE ASSEMBLY OFFICE

ANNUAL REPORT

1988

ALBERTA

Prepared for The Honourable Dr. David J. Carter
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

Introduction

The Legislative Assembly Office: in Service to Alberta's Parliament

The historical origins of the Legislative Assembly Office of Alberta are traceable back to the 14th century in England when the first Speaker was elected by Parliament and the first Clerk appointed. In recent years the Office has sometimes been informally referred to as the Speaker's "department." The current title was made official by the passage of the Legislative Assembly Act in 1983.

The most common misconception about the Legislative Assembly Office is that it is a branch of the government and that its staff are government employees. The government is the executive branch of our parliamentary system and is responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch and is responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly and to the MLAs of opposition and government parties alike.

The Speaker of the Legislative Assembly, who has administrative authority and responsibility similar to those of the ministers of various government departments, does not belong to the cabinet, cannot be asked questions during the Oral Question Period in the House, and cannot participate in debates in the Assembly. The Speaker is elected from among the members of the Assembly and not appointed by the Premier or the Lieutenant Governor. The Clerk is the Speaker's chief deputy and has authority and responsibility similar to those of a deputy minister in government.

The Speaker's responsibility is twofold. In the House he maintains order and ensures that business is conducted in accordance with the Standing Orders of the Assembly; administratively, he is responsible for maintaining the records of the Assembly and for providing financial, administrative, information, and other services to the members and to the general public. This duality of House services and administrative services is a unique characteristic of the Office, is evident throughout the Office, and results in the duties, work hours, and physical location of many staff being significantly different during sessions of the Assembly from what they are otherwise.

A further aspect of the unique nature of the Legislative Assembly Office is its direct relationship with a committee of the House, the Special Standing Committee on Members' Services, of which the Speaker is customarily appointed chairman. The committee approves the annual estimates of expenditure for the Office and has authority to modify with respect to the Office statutory provisions governing financial and personnel administration. The Members' Services Committee also has the responsibility to regulate constituency office support and members' allowances, benefits, and group insurance plans, all of which are administered by the Office.

As well, each of the caucuses of members elected to the Assembly constitutes a branch of the Legislative Assembly Office. Although technically the administration of each caucus office is under the authority of the Speaker, for obvious reasons these branches operate with considerable autonomy. Caucus branches, of which there are now four, are therefore not part of this report, which includes only branches of the Office which are under the full control of the Speaker of the Assembly. However, since the caucuses receive financial, administrative, and personnel services, as well as other support from other branches of the Office, some reference is made to these services in the reports of the other branches. In addition, the consolidated budget estimates of the Office, which are at the end of this report, include the estimates for the caucus branches.

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Overview

CLERK, W.J. David McNeil

During 1988 the management and staff of the Legislative Assembly Office continued to implement recommendations of the Directional Plan, consolidating the work that was begun in 1987 as well as embarking on several new initiatives. The details of these activities are explained in the respective branch reports which follow.

The spring sittings of the Third Session of the 21st Legislature opened on March 17 and continued until July 6, a total of 72 sitting days. In 1987, including the 14 fall sitting days, there was a total of 81 sitting days, but the spring sittings of 1988 comprised the longest single set of sittings on record. Despite sitting for nine fewer days than in 1987, the House sat for virtually the same number of total hours in 1988 as in 1987. This was largely due to the number of night sittings which went until midnight and beyond. There were no fall sittings in 1988. Committee activity continued throughout the year at approximately the same very high level as in 1987.

One of the priorities of the Office in 1988 was to improve the electronic information systems required to support MLAs and staff in the operation of the Assembly. Early in the year, the Members' Services Committee initiated a seven-month pilot project involving eight constituency offices to test the usefulness of microcomputers there. A steering committee was struck which, under the chairmanship of the ADM/Legislature Librarian, implemented the pilot project and evaluated the results. The positive outcome of the pilot project led the Members' Services Committee to endorse a program of computerizing constituency offices, subject to the availability of funds.

A management committee was also established to develop a strategic long-term plan for electronic data processing systems throughout the Office so that future acquisitions of equipment and software by branches would occur in the context of the entire Assembly's long-term needs and goals and in light of present and anticipated technological changes. The first draft of the strategic plan was reviewed in December, and the goal is to have the final plan in place early in 1989.

Nevertheless, there were some significant electronic data processing acquisitions in 1988. In General Administration a new accounts payable system was initiated to improve the form and timeliness of financial information available to Assembly management and MLAs concerning a variety of expenditures being made on the MLAs' behalf. As well, managers were equipped with microcomputers, and an electronic mail system was implemented for all staff connected with the Assembly's central computer system.

In 1988 the Legislature Library continued the long-term program of microfilming its collection of Alberta's weekly newspapers, which is the most complete collection in the province.

Consistent with the broad goal of improving communications among staff of the Legislative Assembly Office, general staff meetings were conducted on an occasional basis. In addition, a staff newsletter, *Under the Dome*, was instituted, five issues of which were published during the year and were met with widespread acceptance. As well, the responsibility for developing orientation and public education materials was assigned to the Editor of *Hansard*, and as the first step in that program a video on the *Hansard* operation was commissioned and is slated for completion early in 1989.

Three special events took place during 1988 which involved the Speaker and staff of the Legislative Assembly Office: the 82nd anniversary of the First Legislature, celebrated in the newly restored location of its sittings in the McKay Avenue school; the unveiling of the official portrait of former Premier E. Peter Lougheed; and the celebration of Mr. Raymond Speaker's 25 years of continuous service as a Member of the Legislative Assembly.

Legislative Assembly Office

Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta:

1. To provide assistance and support to the Speaker of the Legislative Assembly in carrying out the duties of office.

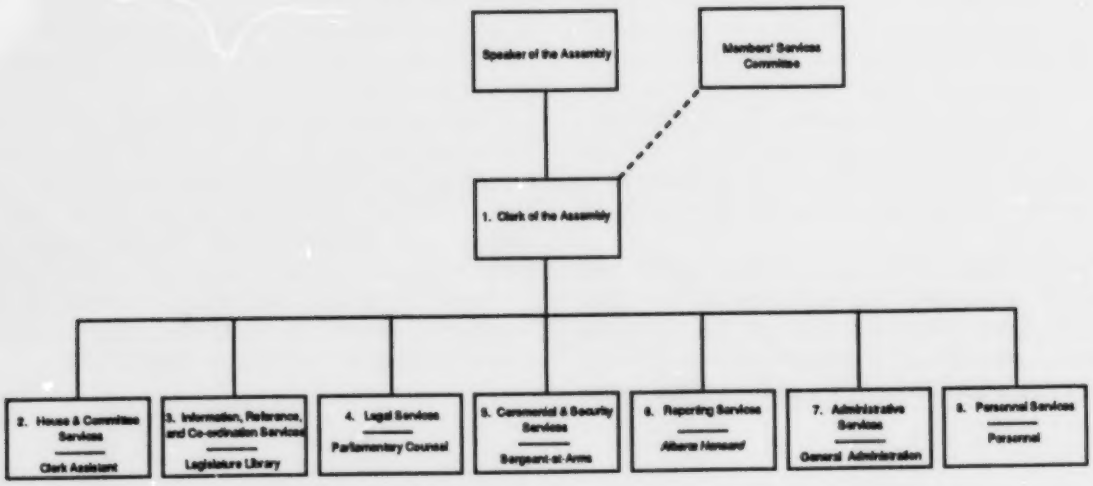
2. To provide assistance and support to members in carrying out their role as elected representatives of the people of Alberta.

3. To record the proceedings and maintain the records of the Legislative Assembly.

4. To provide public information and educational services on behalf of the Assembly.

5. To assist the Assembly in protecting its institutions and privileges.

Functional Organization Chart



Functional Statements

1. **Clerk of the Legislative Assembly**

   Provides advice and support to the Speaker and members on procedural and administrative matters.

   Manages the Legislative Assembly Office.

2. **House and Committee Services**
   Clerk Assistant

   Provides procedural advice to the Speaker and members of the Assembly.

   Manages support services to legislative committees.

   Maintains House records and manages Legislative Assembly Office records.

   Manages production of House documents.

   Manages the Legislative Intern program.

3. **Information, Reference, and Co-ordination Services**
   Legislature Library

   Provides information and reference services to the Legislative Assembly of Alberta.

   Co-ordinates a number of co-operative programs among Alberta government libraries.

4. **Legal Services**
   Parliamentary Counsel

   Provides legal services to the Speaker, members of the Assembly, and staff of the Legislative Assembly Office.

   Drafts Assembly documents, including private members' Bills and motions.

   Provides legal services to the Chief Electoral Officer.

5. **Ceremonial and Security Services**
   Sergeant-at-Arms

   Provides security services to the Legislative Assembly of Alberta.

   Provides page and messenger services to the Assembly during its sittings.

6. **Reporting Services**
   Alberta Hansard

   Produces the official report of what is said during meetings of the Legislative Assembly and its committees.

7. **Administrative Services**
   General Administration

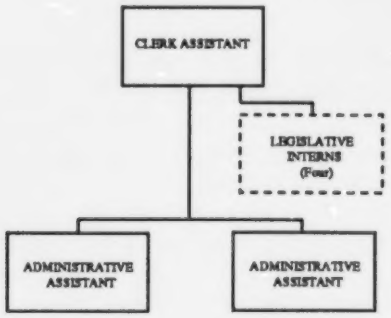
   Provides financial and administrative support to the Legislative Assembly.

8. **Personnel Services**
   Personnel

   Provides human resource management services to the Legislative Assembly.

House and Committee Services

CLERK ASSISTANT, Karen South



Nineteen eighty-eight was the second year that Votes and Proceedings and Orders of the Day have been typeset in-house, a practice which enables staff to prepare these documents for printing within a short time after the House rises each day. The 1987 *Journals* were also typeset in-house, making it possible for them to be printed shortly after the March 1988 prorogation. A second desktop publishing terminal and printer were acquired in March and installed in room 313 of the Legislature Building for the session. This provided staff the opportunity to typeset the text while the House was still sitting, eliminated the need to use equipment in the *Hansard* office, and provided a backup in case the *Hansard* equipment should break down.

The standing committees of the Legislative Assembly met a total of 88 times in 1988, 26 meetings prior to the prorogation of the Second Session of the present Legislature and 62 during the Third Session. The active committees were: Alberta Heritage Savings Trust Fund Act, Legislative Offices, Members' Services, Private Bills, and Public Accounts.

Preconference planning is well under way for the annual meeting of the Canadian Council of Public Accounts Committees, which Alberta will host in July 1989. The planning is being co-ordinated with the office of the Auditor General, which is hosting the annual Conference of Legislative Auditors. These two conferences are traditionally held concurrently and include one joint session. Mr. Barry Pashak, the Member for Calgary-Forest Lawn and chairman of the Public Accounts Committee, was elected president of the Canadian Council of Public Accounts Committees for 1989.

Due to fiscal restraint, the number of positions in the legislative internship program was reduced from six to four for the 1988-89 term. Starting in September, one intern was assigned to each of the four caucuses for the entire 10-month term of the program.

The 1987-88 interns traveled to Ottawa in January to observe the House of Commons and the Senate. They met with Speaker John Fraser, Alberta Senators, Members of Parliament from each caucus, House and Senate staff, and government officials. They also visited the Supreme Court and the Federal Court. In February they traveled to Yellowknife to witness the territorial Assembly in session and to participate in a "debate" with MLAs on consensus government versus party systems.

In the fall, the 1988-89 interns traveled to Yellowknife and Winnipeg to observe the Legislatures of the Northwest Territories and Manitoba in session. They met with the Commissioner of the Northwest Territories, the three Manitoba party leaders, and Manitoba's Lieutenant Governor. A trip to the nation's capital is planned for January 1989.

House Statistics

Oral Question Period

Caucus	21st LEGISLATURE								
	First Session (1986)			Second Session (1987)			Third Session (1988)		
	Questions	Suppl.	Time (Min)	Questions	Suppl.	Time (Min)	Questions	Suppl.	Time (Min.)
New Democrat	258	929	1392	265	999	1662	239	927	1498
Liberal	122	635	837	126	736	1104	127	691	1035
Representative	62	263	343	77	301	480	68	239	395
Conservative	81	191	302	78	312	471	77	343	485
TOTALS	523	2018	2874	546	2348	3717	511	2200	3413

Comparative House Statistics

	First Session (1986)	Second Session (1987)	Third Session (1988)
No. of Sitting Days	63	81	72
Evening Sittings	29	30	33
Government Bills			
- introduced	54	60	65
- received Royal Assent	51	54	61
Private Bills			
- introduced	15	27	19
- received Royal Assent	14	25	11
Private Members' Public Bills	55	51	44
Government Motions			
- number debated	16	25	19
- number agreed to	15	22	18
Private Members' Motions			
- number debated	24	29	21
- number agreed to	6	7	5
- number withdrawn	-	-	3
Written Questions			
- number of	25	49	47
- accepted	17	20	36
- not accepted	6	25	10
Motions for Returns			
- number of	19	38	19
- agreed to	12	12	10
- defeated	4	19	9
- withdrawn	2	0	0
Committee of Supply (days)			
- main estimates	25	25	25
- A.H.S.T.F.	5	10	5
- Capital Fund	2	2	2
Tablings/Filings			
- required by statute	77	137	95
- voluntary tablings	55	53	40
- filings	78	106	62
Petitions (excluding private Bills)			
- presented	1	19	21
- read and received	1	1	2

Information, Reference, and Co-ordination Services

Legislature Library

ASSISTANT DEPUTY MINISTER/LEGISLATURE LIBRARIAN, D. Blake McDougall

During 1988 the Legislature Library continued to provide information and reference services and to facilitate resource sharing among Alberta's government libraries.

In March the position of Accounts Clerk was transferred from the Legislature Library to the Legislative Assembly Office's administrative branch. This transfer was effected in compliance with Alberta Treasury audit requirements.

Due to fiscal restraint, the library's Legislative Research Services section was disbanded, effective May 31. This unit had been established in 1981 to provide research support to individual Members of the Legislative Assembly and to legislative committees. Five permanent staff positions were abolished.

The library's Co-operative Government Library Services section continued to provide technical counsel to department officials regarding the development of special library operations during 1988. Of all government agencies the Alberta Liquor Control Board and Women's Secretariat made the most use of this service.

The section continued to maintain the Alberta Government Libraries Union Catalogue, Union List of Serials in Alberta Government Libraries, Alberta Government Libraries' Interlibrary Loan Service, *Directory of Alberta Government Libraries*, and *Alberta Government Libraries Newsletter*. All of these services foster sharing among provincial government libraries and thereby enable government library systems as a whole to realize significant savings in operation costs.

The Legislature Library and the Glenbow archives worked together to continue the project of microfilming Alberta weekly newspapers. The following titles were completed during 1988: *Langdon Leader*, *Magrath Pioneer*, *Magrath News*, *Magrath Mirror*, *Magrath Garden City News*, *Mirror Reflector*, *Mirror Journal*, *Mirror Mail*, *Oyen News*, *Picture Butte Northern Times*, *Picture Butte Progress*, *Rockyford Weekly*, *Rockyford Reporter*, *Rockyford Review*, *Stavely Advertiser*, *Stavely Standard*, *Turner Valley Observer*, *Turner Valley Tri-City Observer*, *Warner Record*, and *County of Warner Review and Advertiser*.

During the latter part of 1988 the Legislature Library independently began microfilming the weekly newspapers of Grand Centre, Grande Cache, Redwater, and Rocky Mountain House.

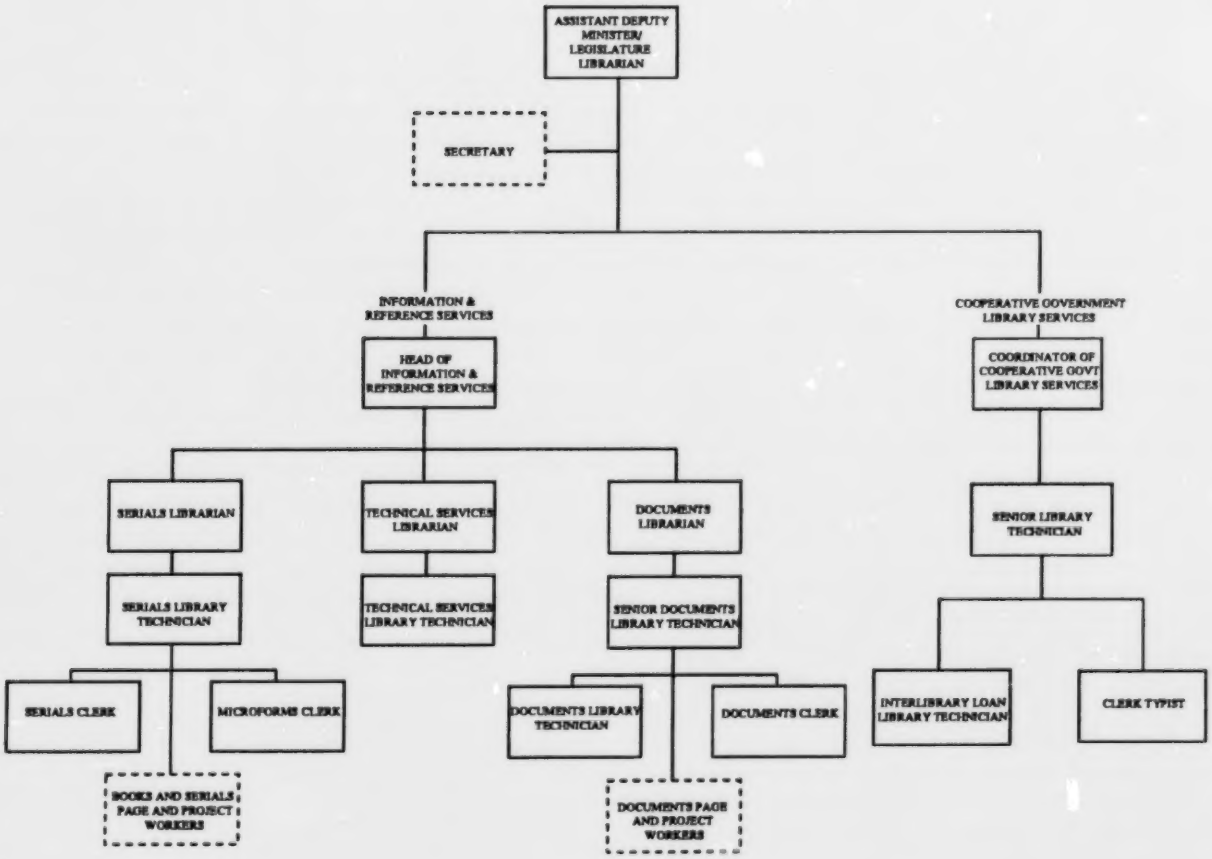
In June a plan was completed for rewiring the main library premises at the Legislature Building. This project was completed by Alberta Public Works, Supply and Services in December.

In August a more powerful computer terminal was installed at the main library to prepare cataloguing data for the Legislature Library.

In the fall the library published a short biography of Princess Louise Caroline Alberta, whom the province of Alberta was named after. This project was undertaken in response to numerous inquiries which made evident the need for a single source of information on Princess Louise.

Finally, the Legislature Library continued to provide library orientation services for new users and students of various related educational organizations. As well, survey data regarding our library was provided to a wide variety of organizations.

LEGISLATIVE ASSEMBLY OF ALBERTA
LEGISLATURE LIBRARY
ORGANIZATION CHART



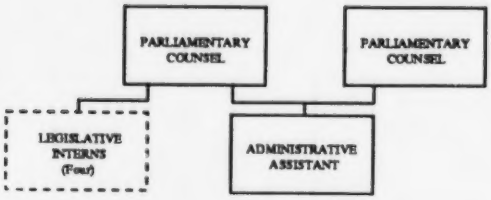
Legislature Library Comparative Statistics

	1988	1987
1. Information and Reference Services Section		
Size of Complete Collection (by conventional count)	191,421	183,499
Circulation (Items borrowed for use outside library premises)	8,520	8,639
Number of Requests for "Quick" Information Service (Take less than 15 minutes)	9,905	9,682
Number of Requests for Extended Reference Service	823	956
2. Cooperative Government Library Services Section		
Size of the Alberta Government Libraries' Union Catalogue (Titles)	177,079	169,291
Size of the Union List of Serials in Alberta Government Libraries (Titles)	10,351	9,999
Number of Requests Serviced by the Alberta Government Libraries' Interlibrary Loan Service	8,226	6,946
3. Legislative Research Services Section*		
Oral Consultations	40	152
Written Communications	46	146
Distribution of Papers	17	154

* Unit disbanded May 31, 1988

Legal Services

PARLIAMENTARY COUNSEL, M. W. J. Clegg and Michael P. Ritter



Throughout the spring sittings of 1988, House activity was intense, particularly with regard to offering advice on government and opposition motions, amendments, and other procedural issues. Debate on the Labour Relations Code and the Employment Standards Code was extensive and gave rise to numerous procedural issues with which Parliamentary Counsel were involved to help ensure that proper procedures were followed.

Although no special committees were sitting, the Private Bills Committee had a busy session; 19 private Bills were introduced and considered, and 11 of those were passed. During 1988 Parliamentary Counsel drafted 87 private members' Bills and 22 private Bills.

The legislative workload during the spring sittings was heavy, and the House made a large number of amendments to the texts approved at second reading. This generated a significant amount of work for Parliamentary Counsel in preparing the final text of statutes at the end of the sittings.

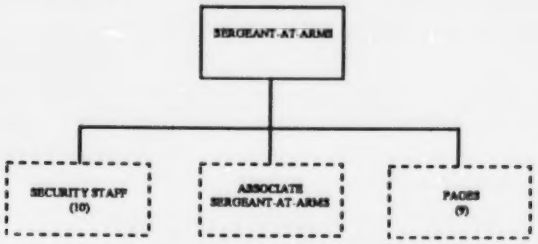
The Members' Services Committee enacted numerous orders using the authority delegated to it in the Legislative Assembly Act. A complex set of Members' Services orders and policies has come into being since the passage of the new Legislative Assembly Act in 1983. The Parliamentary Counsel continue to be responsible for drafting and maintaining those orders and advising on their interpretation.

On the administrative front, Counsel have, in conjunction with the Personnel branch, successfully completed the implementation of new staff contracts for most classes of staff of Legislative Assembly Office branches and constituency offices. Aside from important changes to the new contracts which more clearly protect both the rights of the Assembly and of the employee, certain staff members, such as the security personnel, were afforded increased insurance provisions, liability protection, and definition of duties, giving greater protection both to the security staff and to the Assembly with regard to duties performed as bona fide security or peace officers. In addition to staff contracts, new constituency office leases have been implemented to allow clarification of several issues which had proved contentious in the past under the old lease agreements.

Lastly, both Parliamentary Counsel were involved with public education seminars sponsored by various associations and educational institutions. Parliamentary Counsel often speak to various groups to increase an awareness of the legislative process and the rules of a provincial Legislature. This service was in particular demand this year.

Ceremonial and Security Services

SERGEANT-AT-ARMS, Oscar Lacombe



The system of issuing gallery passes to the Chamber initiated in 1987 has proved effective. During the 72 days the House was in session in the spring of 1988, 389 groups were accommodated in the galleries, and 15,795 students and 4,343 other guests attended at least some portion of the sittings of the Assembly.

In fulfilling his responsibility for the security of constituency offices, the Sergeant-at-Arms visited 39 constituency offices throughout the province in 1988. His presentations to MLAs and staff on methods to improve security were well received and resulted in the adoption of practices to make the offices more secure. Four constituency offices were broken into in 1988, but with these new security measures in place no one was harmed and theft and damage were minimal. All of these break-ins occurred when the offices were closed.

During the early hours of October 14, a man entered the Legislature Grounds with a gun and caused considerable disruption. The incident involved an exchange of gunfire between the police and the gunman. As a result of this incident, a committee was formed to initiate a study of the security of the Legislature Building and the Legislature Annex and to recommend improvements to the control of access to and security of these two buildings.

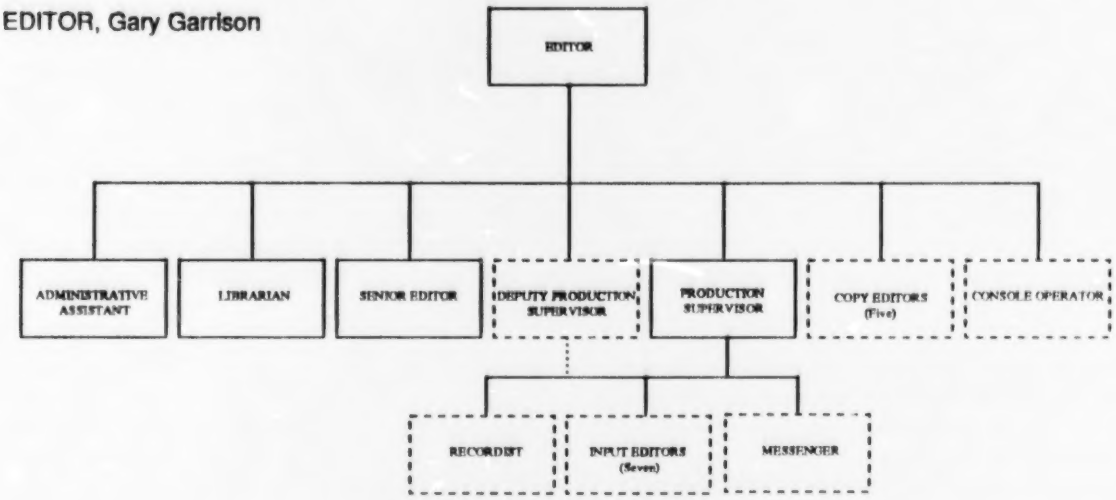
New contracts for security personnel have been implemented to provide benefits and insurance coverage more in line with that provided to other peace officers, including occupational compensation for death or injuries received while on duty. Security personnel are involved in an ongoing program of training with respect to their responsibility to ensure the security of MLAs and the public in the Chamber and the Legislature Building.

Invitations were again sent out to high schools throughout Alberta to seek applications from students wishing to serve as Pages. This initiative to expand involvement in the Page program to include students outside the Edmonton area has proved very popular, and this year applications were evenly split between those from Edmonton and those from the remainder of the province.

Reporting Services

Alberta Hansard

EDITOR, Gary Garrison



During 1988 the House sat for 72 days, and there were 33 night sittings, resulting in a total of 105 issues of *Hansard*. The number of *Hansard* pages was 2,264, the second highest since 1981. Despite there having been nine fewer sitting days than in 1987, the House sat for 0.9 hours more in 1988. This was the result of numerous late night sittings, several lasting beyond midnight and one lasting until 2:15 a.m., the longest night sitting since December 1981. The average number of hours per sitting day was 4.3, well above the 3.8 and 4.0 averages of 1987 and 1986 respectively. Even with these very late night sittings, *Hansard* continued to meet its deadline for next-day service.

The production of committee transcripts continued to be a major part of the *Hansard* workload. The number of committee meeting hours reported was the highest since 1983.

For the first time, *Hansard* text was made available for computer searching. The text of each issue was telecommunicated to a Public Works, Supply and Services mainframe computer and made available on-line at approximately the same time as the hard copy was being delivered to offices in the Legislature Building. This service was provided on a trial basis only, but the positive response received to a questionnaire sent out to users in September indicated that there was significant interest in continuing it in 1989. The means by which the costs of this service might be recovered from users were under active consideration during the latter months of 1988.

The 1988 *Hansard* index was produced for the first time on a microcomputer in the *Hansard* office using newly developed software. Increased efficiency and better control of the process and the data are expected now that the transition has been completed from the old mainframe-based system. The *Hansards* of six other Canadian jurisdictions have expressed an interest in adapting this software for their own use, and that interest was actively pursued during the latter half of the year.

The production of the Blues was improved as a result of acquiring a new laser printer during the spring sittings. The new printer was used to produce multiple copies of Blues documents, thereby avoiding the need to use multi-part paper. The quality of the type is much better than that of the old printer, and the printer's noiseless operation has helped improve working conditions for the staff.

Following the production of a sample *Hansard* issue from the audiotapes of the 1971 session in the

fall of 1987, work proceeded on the 1971 material during January and February of 1988. Twenty-one issues have been produced covering the period from February 11 to March 4, 1971, a total of 378 *Hansard* pages. The long-term plan is for work on this material to continue in future years if the *Hansard* House and committee work is less than what has been budgeted for.

The Editor of *Hansard* was given the responsibility for handling printing arrangements for all House documents, and subsequently specifications were drawn up for two printing contracts: one for *Hansard*, Votes and Proceedings, and Orders of the Day; the other for Bills. Invitations to tender were sent to local printing firms in November, and in December the contracts were awarded to two different firms for the 1989 calendar year.

The review of *Hansard* position classifications which began in 1987 was concluded in 1988, resulting in the reclassification of the Production Supervisor from Administrative Officer I to Information Officer II and the reclassification of the Input Editor position from Clerk III to Clerk-Steno IV.

Because of uncertainties about whether there would be fall sittings or not, advertisements were placed in local newspapers in October to enable the hiring of new input editors for session; the competition proceeded, and five new input editors were selected and scheduled for training in January 1989 for employment during the 1989 spring sittings.

A new key responsibility area was assigned to *Hansard* in 1988, namely orientation and public education. Plans were made for the long-term development of a series of videos which would help inform the general public of the operations of the Assembly and the Legislative Assembly Office and which would likewise aid in the orientation and training of newly elected MLAs and new staff. Some filming was done of the House in session so that live House footage would be available for use in video production outside session, and production was begun on a pilot video on *Hansard* which was scheduled for completion early in 1989.

Hansard Statistics

House

Year	Sitting Days	Total *Hansard* Pages	Sitting Hours
1988	72 (33 nights)	2,264	311.19
1987	81 (30 nights)	2,340	311.10
1986	69 (32 nights)	1,932	277.85
1985	51 (22 nights)	1,350	193.13
1984	64 (25 nights)	1,512	219.78
1983	80 (25 nights)	1,936	281.16
1982	40 (14 nights)	942	136.72
1981	85 (34 nights)	2,346	340.46

Hansard Statistics

Committees (Includes special events and other meetings of which transcripts were produced.)

Year	No. of Meetings Reported	Total Pages	Meeting Hours
1988	82	985	124.82
1987	67	1,032[1]	122.04
1986	55	610	80.02
1985	74	1,098	102.98
1984	66	714	85.96
1983[2]	92	2,536	182.25
1982	25	536	53.20
1981	50	878	71.00

[1] Starting March 5, 1987, committee transcripts were published in the same typeset format as *Hansard*.

[2] The 1983 figures include 13 meetings (55.68 hours) of the Select Committee on the Workers' Compensation Act and the Occupational Health and Safety Act.

Index Inquiries

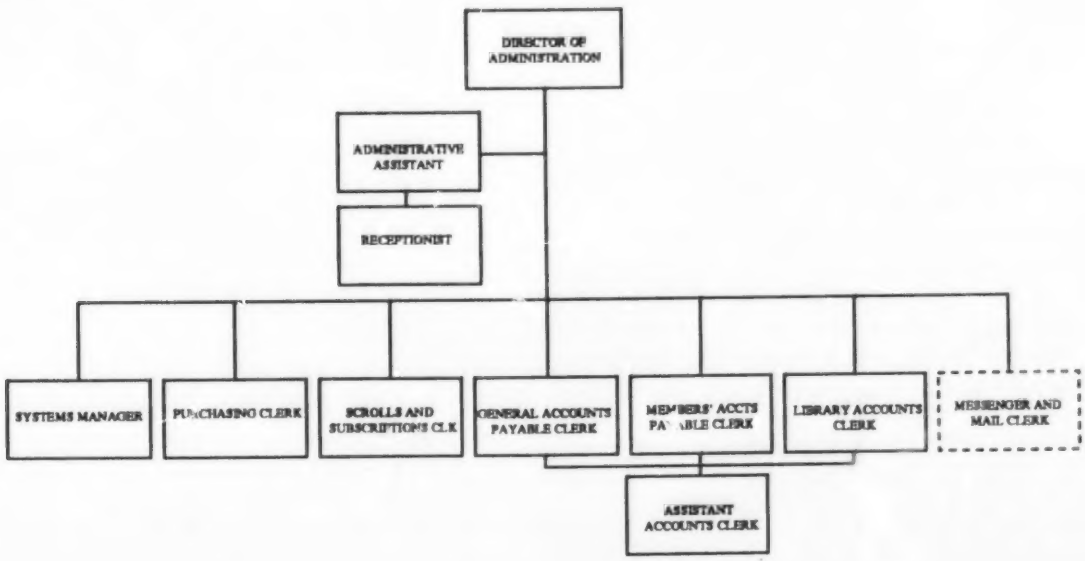
Year	Legislative Assembly	Departments	Public	TOTAL
1988	121	40	37	198
1987	100	22	45	167
1986	81	14	29	124
1985	69	9	16	94
1984	88	12	23	123
1983	37	20[3]	-	57

[3] In 1983 inquiries from government departments and the public were combined.

Administrative Services

General Administration

DIRECTOR OF ADMINISTRATION,
Kathy Bruce-Kavanagh



An up-to-date administrative procedures manual was prepared in 1988 for general use throughout the Office by all the branches and by the staff of constituency offices. This manual explains how to fill out the various, commonly used forms so that they can be processed most effectively. It also describes the guidelines and procedures relative to allowances, benefits, and accounting.

The General Administration office participated during the summer in a governmentwide review of the use of credit cards, and in the fall there was a compliance audit, the results of which had not been finalized by the end of 1988.

Following the approval of the necessary funding in the spring, work began on developing a new electronic system for MLA accounts payable processing, since it had been determined previously that the existing system did not have sufficient capacity to handle the volume of work involved. The project involves the acquisition of two microcomputers, a file server, a laser printer, and the development of custom software. The hardware was acquired in September, and a consultant was contracted, through the Department of Public Works, Supply and Services, to design the software. At the end of 1988 the project was in its test phase; it is expected to be operational by April 1, 1989.

When it is fully operational, the new accounts payable system is expected to provide up-to-date reports for MLAs on financial transactions effected with respect to their accounts and benefits, including constituency allowances, temporary residence allowances, allowances for travel from the constituency to Edmonton and for travel within the constituency, spousal travel, and telephone expenses.

In concert with a governmentwide plan to have all departments enter their own data on expenditure transactions into Treasury's system, the accounts area converted to the remote data entry method in November. This replaced the previous process of

providing worksheets for Treasury personnel to use to enter the data. In preparation for this conversion, the accounts staff participated in a training program at Treasury for five half days. As well, new procedures were initiated to control and balance accounting documents, and some duties were reassigned within the accounting area.

The turnaround time on documents processed by the accounts section was shortened again in 1988. It had been 21.3 days at the end of 1987; by the end of 1988 it was 19.0 days.

General Administration staff continued to support the Assembly's office automation system. In 1988 this included involvement on the electronic data processing strategic planning committee and in the constituency office computerization pilot project. In addition to the equipment acquired for the accounts payable system, eight microcomputers were added to the network during the year along with eight local printers, and a desktop publishing system was obtained for House and Committee Services.

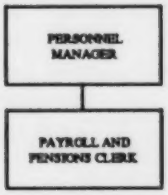
As usual, General Administration was involved in budget preparations, both early in the year when the 1988-89 budget proposals went before the Members' Services Committee and in the summer and fall when the 1989-90 budget proposals were formulated and compiled.

General Administration
Comparative Statistics

	1988	1987
Invoices processed	19,177	26,314
Mail processed	26,199	29,535
Scroll requests	2,967	3,333
Hansard subscriptions	661	775
Bound *Hansard* subscriptions	81	111
Sessional mail subscriptions	919	914
Votes & Proceedings subscriptions	243	345
Bills, hand delivered	222	268
Orders of the Day, hand delivered	459	407
Direct purchase orders issued	408	635
Promotional requests filled	642	685
MLA purchase orders processed	4,850	4,800
Other requests	2,320	2,440
Special requests	200	203
Office automation systems		
Number of training sessions	40	72
Hours of training	125	250
Operator assistance requests	380	390
Maintenance calls	165	168

Personnel Services

PERSONNEL MANAGER, Cheryl Kvist



Since being formally established as a branch in late 1987, Personnel has concentrated primarily on providing prompt and reliable assistance and information to all branches of the Legislative Assembly Office in respect of payroll, pensions, benefits, recruitment, training, classification, and other related matters. The systems and procedures in place in the branch have been modified to facilitate quick and accurate responses to requests for information.

The branch assisted in winding down the Research Services section of the Legislature Library, which was disbanded on May 31. Three of the employees affected were placed in positions within the provincial government, and one chose to accept a severance package.

Most of the recruitment and selection activity in 1988 was related to hiring pages, *Hansard*, and security staff for sessional work and legislative interns. As usual, considerable help was received through various employment programs -- namely, ESP (employment skills program), STEP (summer temporary employment program), and PEP (priority employment program) -- for several operational areas within the Legislative Assembly Office.

A new Personnel Manager was appointed in October to fill the vacancy created by her predecessor's resignation in August.

A considerable number of employees were able to take advantage of training and development programs. The most noteworthy of these was an effective communications workshop conducted at our premises by the Public Affairs Bureau. This workshop, which was well attended, had as its purpose to help staff deal more effectively with the public.

A review of the various organization structures has continued, with an emphasis on keeping position descriptions up to date. As well, the review of existing employment contracts, which began in 1987, continued in 1988. A program to implement a new type of employment contract for constituency office employees was introduced in 1988 and has been well received.

Minor changes in the benefits package for MLAs were implemented, including changes to the MLAs' pension plan brought into effect by amendments to the Members of the Legislative Assembly Pension Plan Act, which were passed during the spring sittings.

Personnel Statistics

1. STAFF COMPLEMENT (as of December 31, 1988)

	Perm.	Project	Contr.	Sessional[1]	Wages	TOTAL
Speaker's Office	2	0	1	0	0	3
General Admin.	8	0	0	0	4	12
House Services	2	0	0	0	0	2
Personnel Services	5	1	0	0	0	6
Parliamentary Cnsl.	3	0	0	0	0	3
Security	1	0	11	10	0	21
Library	16	0	0	1	3	20
Hansard	5	0	0	16	0	22
Caucuses (4)	0	17	52	0	0	69
Members	0	83	0	0	0	83
Interns	0	0	4	0	0	4
Constituency Offices	0	0	22	0	0	22
TOTAL	42	101	90	27	7	267

[1] Some of these staff were employed during sittings of the Assembly but not on December 31, 1988.

2. EMPLOYMENT PROGRAMS

	STEP[2]	PEP[3]	ESP[4]
Speaker's Office	0	0	0
General Admin.	3	1	0
House Services	0	0	0
Library	1	1	0
Hansard	0	0	0
Caucuses (4)	9	4	2
Constituency Offices	58	39	5
TOTALS	71	45	7

[2] Summer Temporary Employment Program
[3] Priority Employment Program
[4] Employment Skills Program

3. CLASSIFICATION

Reclasses Up	3
Updates Only	17
Creations	5
Total Reviews	25

Special Events

On April 28 there was a special celebration marking the 82nd anniversary of the first sitting of the Legislative Assembly in 1906. The celebration took place in the original Legislative Chamber on the third floor of the McKay Avenue school, which the Edmonton public school board had restored to its original condition. The festivities included a rereading of the original Speech from the Throne by Her Honour the Honourable W. Helen Hunley, the Lieutenant Governor, and welcoming remarks by Speaker Carter. A mock session of the Assembly followed during which the Premier, the Minister of Education, the Leader of the Opposition, and the leaders of the two other opposition caucuses offered remarks.

Special guests included Dr. Hazel McCuaig, daughter of Dr. A.C. Rutherford, Alberta's first Premier; Mrs. Margaret Wood and Mrs. Elizabeth Aylin, granddaughters of Matthew McCauley, who was the first mayor of Edmonton, the first chairman of the Edmonton public school board, and a member of Alberta's first Legislature; Mrs. Jean Saville, grandniece of that same Mr. McCauley and daughter of Catherine McCauley McLean, who was official stenographer to all the members of the first Legislature; Hubert Puffer, grandson of William Franklin Puffer, another member of the first Legislature; and Mrs. Marjorie Ross, wife of Bert Ross, who served as a page when the House met at McKay Avenue school in 1906.

On June 9 former Premier E. Peter Lougheed, his family and guests, joined the Lieutenant Governor and present and former MLAs for the public unveiling of Premier Lougheed's official portrait in the Chamber. On that occasion remarks were offered by Premier Getty, the Leader of the Opposition, the leader of the Liberal Party, the leader of the Representative Party, and by former Premier Lougheed. Speaker Carter presented the former Premier with a piece of marble from the Legislature Building which had been specially inscribed for the occasion.

On June 17, following Oral Question Period, the Assembly congratulated Mr. Raymond Speaker, the Member for Little Bow, upon his 25th anniversary as a Member of the Legislative Assembly. On that occasion the Assembly unanimously endorsed a motion moved by Deputy Premier David Russell thanking Mr. Speaker for his dedicated service to the people of Alberta. The Deputy Premier and Leader of the Opposition spoke in favour of the motion, and Mr. Raymond Speaker responded with a retrospective account of his 25 years as an MLA.

Interparliamentary Relations

The Hon. Speaker, Members of the Legislative Assembly, and staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and with other representatives of foreign countries. In 1988 such liaison included the following visits.

January 27	Mr. Tetsuo Nonogaki, Consul General, Japan
Feb. 11-12	Speaker Red Pedersen, Northwest Territories Legislative Assembly
Feb. 21	Speaker John Fraser, House of Commons
Feb. 23	Speaker Hon. Michael Barnett, Western Australian Legislative Assembly
Feb. 23	Mr. John Doble, Consul General, U.K.
March 18	Mr. Terry Howe, Consul General, United States
April 29	Select Committee on the Parliamentary Commissioner for Administration
April 29	Mr. Tetsuo Nonogaki, Consul General, Japan
May 2	Mr. Karl Bertil Eriksson, Consul General, Sweden
May 9	His Excellency Kossivi Osseyi, Ambassador of Togo
May 13	Queen Beatrix, Netherlands
May 17	Hon. Ken Wright, Member of the Legislative Council (MLC), Victoria, Australia
May 19	Mr. Gerhard Braumueller, Consul General, Federal Republic of Germany
June 13	Speaker Hon. Lionel Powell and Deputy Clerk Robert Doyle, Queensland Legislative Assembly, Queensland, Australia
June 13	His Excellency Dr. Vladimir Pavicevic, Ambassador of Yugoslavia
July 17	West German parliamentarians
August 4	Mr. Peter Morrison, Minister of Energy, U.K.
August 9	Mr. Terry Howe, Consul General, United States
Aug. 12-15	B.C. Legislature
Aug. 20-23	Saskatchewan and Manitoba Legislatures
October 4	His Excellency Heinz Birch, Ambassador of the German Democratic Republic
October 12	His Excellency Najmuddin A. Shaikh, Ambassador of Pakistan
October 24	His Excellency Jan Nyheim, Ambassador of Norway
Nov. 6-15	Michigan state capitol and Quebec National Assembly
Nov. 16	His Excellency Manaspas Xuto, Ambassador of Thailand

Participation in National and International Organizations

January 28 to February 2, Commonwealth Parliamentary Association, Canadian Region, Canadian Conference of Presiding Officers. Attended by Speaker David J. Carter, Deputy Speaker John Gogo, and W.J. David McNeil, Clerk.

January 28 to 31, Canadian Bar Association (Alberta branch) annual conference. Attended by Michael Clegg, Parliamentary Counsel.

May 27 to 28, Commonwealth Parliamentary Association, Canadian Regional Council annual meeting. Attended by Speaker David J. Carter and W.J. David McNeil, Clerk.

May 29 to 30, First National Parliamentary Forum. Attended by Speaker David J. Carter and Bettie Hewes (Member for Edmonton-Gold Bar).

July 10 to 13, Annual Meeting of the Canadian Council of Public Accounts Committees. Attended by Barry Pashak (Member for Calgary-Forest Lawn), Ron Moore (Member for Lacombe), and Karen South, Clerk Assistant.

July 13 to 18, Commonwealth Parliamentary Association, Canadian regional conference. Attended by Speaker David J. Carter, Tom Musgrove (Member for Bow Valley), Stan Schumacher (Member for Drumheller), Tom Sigurdson (Member for Edmonton-Belmont), and Karen South, Clerk Assistant.

July 24 to 29, National Conference of State Legislatures. Attended by Speaker David J. Carter, Ed Ewasiuk (Member for Edmonton-Beverly), and Rod Scarlett, Executive Assistant to the Speaker.

August 4 to 5, Association of Parliamentary Counsel in Canada. Attended by Michael Clegg and Michael Ritter, Parliamentary Counsel.

August 6 to 8, Uniform Law Conference of Canada. Attended by Michael Clegg, Parliamentary Counsel.

August 7 to 11, Annual Meeting of the Association of Clerks-at-the-Table in Canada. Attended by W.J. David McNeil, Clerk, and Karen South, Clerk Assistant.

August 16 to 19, Canadian Association of Sergeants-at-Arms annual conference. Attended by Oscar Lacombe, Sergeant-at-Arms.

August 17 to 19, *Hansard* Association of Canada annual conference. Attended by Gary Garrison, Editor, and Vivian Loosemore, Senior Editor, *Alberta Hansard*.

September 15 to 28, Commonwealth Parliamentary Association General Conference. Attended by Speaker David J. Carter and Robert Bogle (Member for Taber-Warner).

October 23 to 27, International Ombudsman Conference. Attended by Dr. Walter Buck (Member for Clover Bar) and John Drobot (Member for St. Paul).

November 17 to 20, Commonwealth Parliamentary Association, Canadian Regional Seminar. Attended by Speaker David J. Carter, Jack Campbell (Member for Rocky Mountain House), John Younie (Member for Edmonton-Glengarry), and Michael Ritter, Parliamentary Counsel.

December 3 to 7, Council on Governmental Ethics Laws Conference. Attended by Dr. Robert Elliott (Member for Grande Prairie), Jack Ady (Member for Cardston), Glen Clegg (Member for Dunvegan), and John Gogo (Member for Lethbridge-West).

Summary of Budget Estimates by Account
Legislative Assembly Office

CODE	DESCRIPTION	1987-88 ESTIMATE	1988-89 ESTIMATE
	Salaries, Wages & Employee Benefits		
511A99	Salaries -- Permanent	$ 1,421,169	$ 1,379,323
511B99	Salaries -- Nonpermanent	1,083,795	932,924
511C99	Wages	259,038	349,717
511D99	Contract Employees	1,121,848	1,156,487
511E99	Employer Contributions	425,287	462,952
511F99	Allowances & Supp Benefits	16,900	8,925
Subtotal		**4,328,037**	**4,290,328**
	Supplies & Services		
512A99	Travel Expenses	1,360,472	1,320,700
512C99	Advertising	114,040	114,540
512D99	Insurance	2,000	1,200
512E99Z	Freight & Postage	441,712	510,182
512G99	Rental of Prop, Equip & Goods	667,688	519,559
512H99	Telephone & Communications	371,655	371,054
512J99	Repair & Maint of Equipment	168,569	163,381
512K99	Prof, Tech & Labor Services	2,670,253	2,724,028
512L99	Data Processing Services	60,225	59,885
512M01	Hosting	98,465	54,124
512N99Z	Other Purchased Services	9,210	9,210
512P99	Materials & Supplies	699,278	740,515
512P11C	Data Processing Supplies	10,500	10,000
Subtotal		**6,674,067**	**6,598,378**
	Other Grants		
513X99	General	19,500	19,500
Subtotal		**19,500**	**19,500**
	Purchase of Fixed Assets		
524C99	Data Processing Group	114,135	198,522
524F99Z	Office Equipment	36,800	5,300
Subtotal		**150,935**	**203,822**
	Other Expenditures		
515A99	Payments to MLAs	4,628,004	4,716,121
Subtotal		**4,628,004**	**4,716,121**
TOTAL EXPENDITURE		**$15,800,543**	**$15,828,149**